



January 20, 2022

DR. EDGARDO E. TULIN

President

Visayas State University

Dear Dr. Tulin,

I would like to recommend the designation of:

Name of the Appointee: Ms. Aileen M. Dag-uman
Designated Position/s: dDRC
Date of Appointment: January 03, 2022 – June 30, 2022

He/ She shall perform the following duties and responsibilities;

1. Perform the functions of the deputy Document and Records Controller (dDRC) within the unit he/she is assigned in the absence of the former by: a) issuing, maintaining, retrieving and controlling of documents; b) assigning of document numbers and other coding controls for document in coordination with the DRC; c) coordinate with and inform relevant personnel on any changes, and d) ensuring the implementation of the control of records.
2. Ensure that there is good coordination between him/her, the University Document and Records Controller, and the Office dDRCs in all concerns related to document and records control.

Moreover, he/she is entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Thank you very much.

Very truly yours,

VICENTE A. GILOS

Office of the Chief Librarian

Cc: Dr. Edgardo E. Tulin, *Office of the President*

Ms. Pamela P. Oraño, *Office of the Director for Quality Assurance*